

Statement of Casual Hire (AD) Driver and Incident Supervisor Responsibilities:

The Responsibility for Driver-Operator training lies with the immediate supervisor.

The supervisor will ensure the driver-operator has in their possession an authorization to operate Government Owned and/or Leased Vehicles covering all types of equipment they will be expected to operate on the incident. And the driver-operator has a complete understanding of “A Driver’s Responsibilities”.

“A DRIVER’S RESPONSIBILITIES”

1. Proper use of vehicle gasoline credit card.

The Voyager card provided in Forest Service owned vehicles is to be used for fuel purchases. The card may be used only for the vehicle to which it is assigned (tag number is on card). Be sure the station accepts the card BEFORE pumping fuel. The odometer reading and “PIN” (last 4 digits of the ‘vehicle number’ printed on the card) are required. Minor operational items such as oil, coolant and wiper blades may be purchased on the card, with ground support approval. Parts, Tires and Maintenance may NOT be purchased on the card unless in an emergency and with ground support approval. Vehicles should be fueled at the end of each shift.

2. Operation of Forest Service gas pumps.

Ask for instructions on use of the pumps at each location. Be sure you complete the gas/oil issue sheets as instructed.

3. Proper reporting of vehicle accidents and completion of required forms.

Reference the Driver-Operator Guide page 8. Complete forms SF-91, Operator’s Report of Motor Vehicle Accident, and AD-112, Report of Lost or Damaged Property. Accident forms are provided in all government owned vehicles. All state reporting requirements must also be met. Additional local procedures and/or processes for leased vehicles are to be explained at each incident.

4. Driver preventive maintenance: Pre-Operation, Operation, Post-Operation and Monthly.

Reference the Driver-Operator Guide pages 8 through 10. Post-Operation checks should include the same items as Pre-Operation checks. Be aware Post Operation checks protect you in the event of any problems encountered by the next operator. For Forest Service owned vehicles monthly checks are required using form FS 7100-9. Ask Ground Support for any forms or requirements for leased vehicles and equipment.

5. Procedures to obtain vehicle repairs and/or end of shift service.

Consult with Ground Support and your incident supervisor to explain local processes.

6. Vehicle parking in the field, parking and storage at end of shift, locking vehicles, key storage.

Reference the Driver-Operator Guide page 5 and the Health and Safety Code (FSH 6709.11) Chapter 10, 12.4 #5. Ground Support personnel will explain parking and storage processes specific to the local incident.

7. What are emergencies - how to cope with.

See the Health and Safety Code (FSH 6709.11) Chapter 10, 12.32 and 12.34 #11. Follow all incident emergency and safety procedures. Be familiar with and understand the use of radio and other communications equipment.

8. Personal liability when driving a Government owned or leased vehicle.

Any claim or suit against the operator of a government owned or leased motor vehicle resulting from an accident will not be defended by the Government if the employee was not acting within the scope of

their employment per Federal Property Management regulations. In addition, if damage to a government owned or leased vehicle is determined to be the result of gross negligence by the operator, the operator may be held financially responsible.

9. Driving within the scope of employment.

Operators are cautioned to observe the notice (AD-185) placed in all government owned vehicles regarding official use of government owned or leased vehicles. Any personal use, such as commuting, hauling personal items, family, or friends, or deviations from regular routes of travel can have serious consequences.

10. Vehicle radio use, policy and operating procedures and the use of cell phones.

The Health and Safety Code (FSH 6709.11) Chapter 10, 12.34, #6d prohibits the use of radios or cell phones while driving. Operators are to be instructed in the operation of radios by the local incident.

11. Firearms and hitchhikers in Government vehicles.

Forest Service Fleet Management directives prohibit transportation of firearms (except as authorized for Law Enforcement personnel) in government owned or leased equipment. In addition, prohibits transportation of hitchhikers or any person who is not a government employee or contractor.

12. Caution against speed and overdriving roads.

See the Health and Safety Code (FSH 6709.11) Chapter 10, 12.34 #8-9 and Driver-Operator Guide, page 2. Always comply with all state and local laws. In addition, practice defensive driving techniques. Speed and overdriving the conditions are the number one cause of accidents.

13. What roads should be driven on?

Consult with ground support personnel and your supervisor. Follow all incident advisories related to local road conditions, traffic, routes of travel and safety.

14. Seat belt requirements.

Seat belts are required for the driver and all passengers at all times. If a vehicle is not equipped with enough seat belts for all passengers another vehicle is required. NO EXCEPTIONS, EVER.

15. Appearance of vehicle, inside and out.

Vehicles are required to be kept clean inside and out. Objects left inside the vehicle become missile hazard in the event of an accident. Consult Ground Support personnel for local vehicle wash procedures. The appearance of the vehicle represents the Forest Service and the public is watching.

16. Owner Operator manuals.

Take time to become familiar with each vehicle before you operate it. We are confronted with a wide variety of electronic and operational systems in today's vehicles. The owner's manual is your best source of information on the safe and proper operation of the vehicle and its components.

Signature of Operator	Date	Signature of Hiring Authority	Date